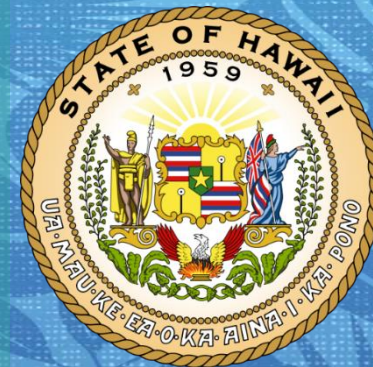




HIP Time and Leave Refresher Training

November 21, 2022



Department of Accounting and General Services
in coordination with the
Office of Enterprise Technology Services

TOPICS

1. Job Data, Payroll, Time, and Leave Relationship

- Overview
- HIP Data Flow
- Job Data tabs
- Data Security
- Department ID Structure
- Approval Routing
- Maintain Reports To
- Pending Approvals
- Delegations



Job Data, Payroll, Time, and Leave Relationship

- The State of Hawaii utilizes the Oracle PeopleSoft Human Capital Management (HCM) software suite, which is made up of many applications.
- The current applications in use are for HR, payroll, time, and leave. This collective system is also known as the Hawaii Information Portal (HIP).
- The different applications are meant to integrate with each other and allows data values that exist on the HR side to be used for various part of payroll, time, and leave processing.
- The pay dates determine the deadline schedule, and information that exists as of the time payroll processes is what is utilized for payroll.
- HIP Data Flow: <https://ags.hawaii.gov/hip/files/2022/11/HIP-Data-Flow.pdf>
- Relationship details: <https://ags.hawaii.gov/hip/files/2022/11/Job-Data-Payroll-Time-and-Leave-Relationship.pdf>

Work Location Tab

- a) Empl Record
- b) Effective Date
- c) HR Status
- d) Payroll Status
- e) Action/Reason
- f) Job Indicator
- g) Override Position Data
- h) Department

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Hi Exec Job | Job Earnings Distribution

Employee [Redacted] Empl ID [Redacted] Empl Record 0

Work Location Details Find First 1 of 1 Last

a *Effective Date: 10/01/2022 **b** HR Status: Active **c** Payroll Status: Active **d** *Job Indicator: Primary Job **f** Go To Row

Effective: 0
 Sequence: **e** *Action: Pay Rate Change
 *Reason: NewSalarySchedule

Position Number: [Redacted] Secretary II **g** Override Position Data

Position Entry Date: Position Management Record

Regulatory Region: STATE State of Hawaii
 Company: SOH State of Hawaii
 Business Unit: STATE State of Hawaii
h Department: 710000 Department Division A
 Department Entry Date: 03/16/2020

Hawaii Org ID: [Redacted]
 Location: [Redacted] 0204
 Establishment ID: SOH

Exclude from Exec Branch SSO:

Legal Authority: [Redacted] 233 characters remaining
 Job Comments: [Redacted] 170 characters remaining
 Date Created: 09/24/2022
 EPAR Print

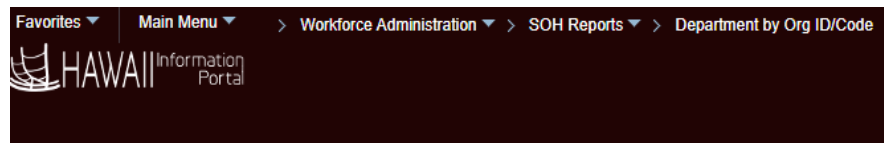
The Department Payroll User may also edit this tab.

Data Security

- How it works: Supervisor's with employees directly reporting to his/her position, will require Time and Labor Manager role. They will have access to their employee's timesheet if the Department of the employee falls within range of the supervisor's security access assignment.
- With this access they can review and approve reported time, overtime requests, and assign employee schedules in the system. They will also be able to report or adjust time on behalf of their employee.
- The ability to approve a request is different than what someone can see.
- If you are a supervisor needing access to HIP, please work with your HR office and use the following link to complete the ETS-304 form: [ETS-304: HIP Security Access Request Form](#)
- Queries for data security: Key TL Roles - HIP_TL_USER_SECURITY & All HIP Roles – HIP_USER_SECURITY_ALL

Department ID Structure

- Path: Main Menu > Workforce Administration > SOH Reports > Department by ORG ID/Code
- Click on Department Tree Viewer hyperlink.
- Then select the Branch for this example we will use Executive Branch



Dept. ID by HI Org. ID/Code

Please Enter Hawaii Org CD, Org ID or Dept ID

Org. ID

Org. Code

*Set ID Department

Departments Tree Viewer

Display and Select TreeNodes

Set ID STATE Effective Date 07/01/2022
Tree Name DEPT_SECURITY
Collapse All | Expand All Find First Page 12 of 6512 Last Page

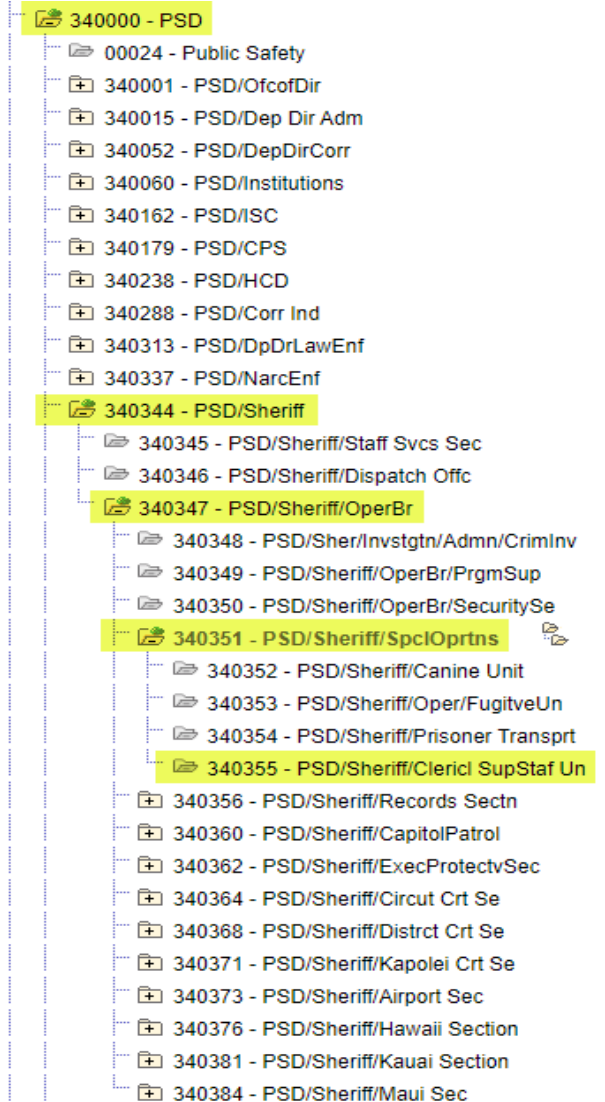
- 00001 - State of Hawaii
 - 00002 - Executive Branch
 - 00022 - Health-HHSC
 - 580000 - AUD
 - 590000 - OMB
 - 610000 - Jud
 - 710000 - Senate
 - 720000 - House of Representatives
 - 730000 - Legislative Reference Bureau
 - 810000 - Office of Hawaiian Affairs
 - 990000 - County of Hawaii
 - 99999 - Null values for import
-

Department ID Structure Continued

The type of Role Level Security you have and the Department ID structure that you are currently in will determine the set of employee records that you manage.

In this example we will use PSD:

- 340000 will see all under PSD
- Sub department 340344 will see all under PSD/Sheriff's
- Sub department 340347 will see all under PSD/Sheriff/OperBr
- Sub department 340351 will see all under PSD/Sheriff/SpclOprtns
- Sub department 340355 will see only PSD/Sheriff/Clericl SupStaf Un



Job Information Tab

[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#) | [Hi Exec Job](#) | [Job Earnings Distribution](#)

Employee Empl ID
 Empl Record 0

Job Information Details Find First Go T

Effective Date 10/01/2022 Action Pay Rate Change
 Effective Sequence 0 Reason NewSalarySchedule
 HR Status Active Job Indicator Primary Job
 Payroll Status Active

a Job Code 01149 Secretary II
 Entry Date 07/01/2002
 Supervisor Level
 Supervisor ID

b Reports To 00013700 Information Technology Band D 00000001 Supervisor Name
 Civil Service Membership Permanent Member Full/Part Full-Time
 *Empl Class Permanent Officer Code None
 Regular Shift Not Applicable Shift Rate
Shift Factor

Standard Hours ?

c Standard Hours	40.00	Work Period W	Weekly
d FTE	1.000000		

USA

e FLSA Status Nonexempt Work Day Hours
 EEO Class None of the Above

- a) Job Code
- b) Reports To

Approval Routing

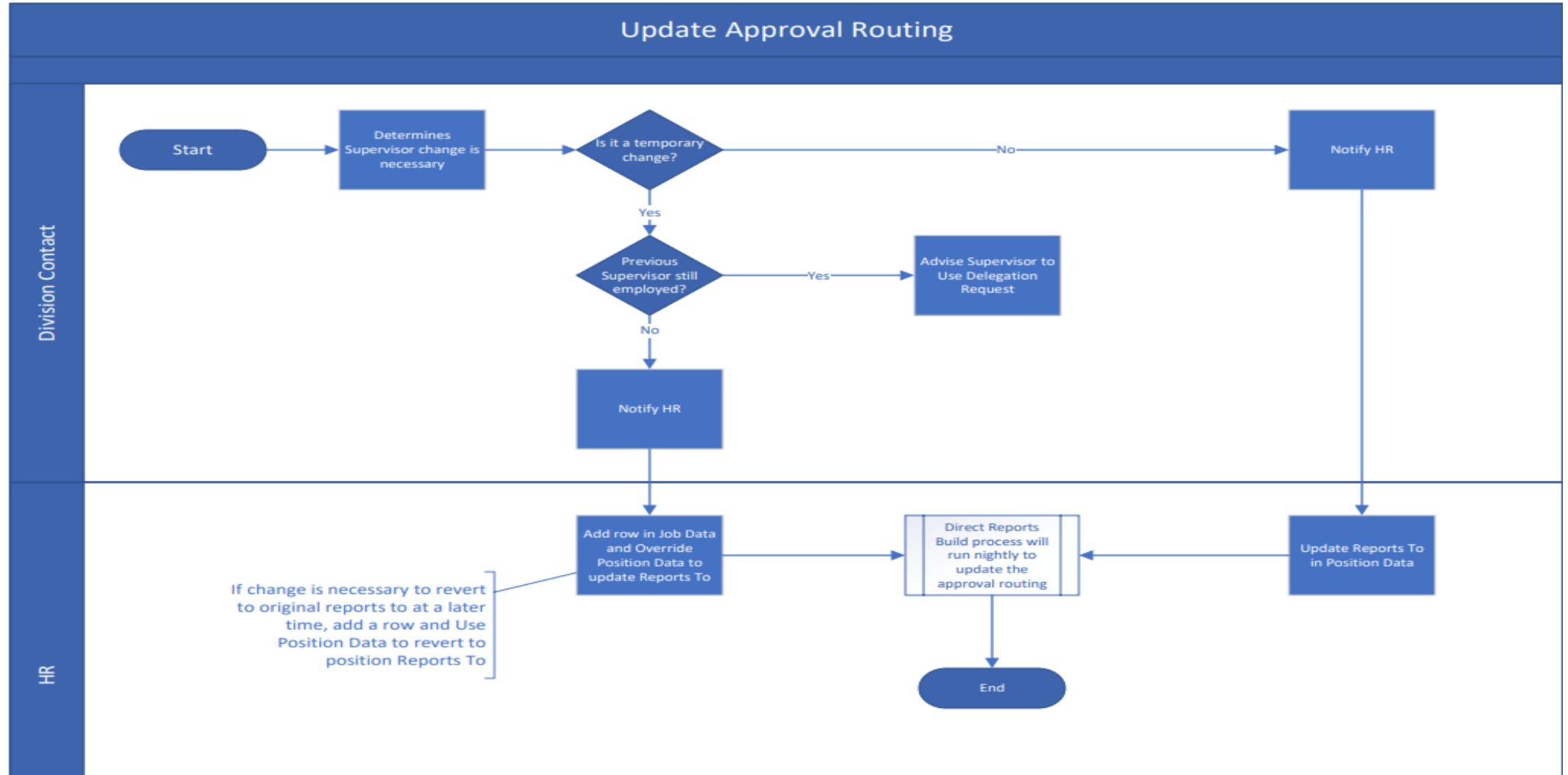
- Time and Leave approvals in the system use the Reports To field on Job Data > Job Information tab to find the appropriate approver
- The Reports To value is primarily based on the hierarchy set up in the position data side

The screenshot displays the 'Job Information' tab in the Hawaii Information Portal. The 'Reports To' field is highlighted in yellow. The form includes various fields for job details, such as Effective Date, HR Status, Job Code, and Empl Class.

Effective Date	07/01/2022	Action	Pay Rate Change
Effective Sequence	1	Reason	Adjustment
HR Status	Active	Job Indicator	Primary Job
Payroll Status	Active		
Job Code	22002	*General Professional	
Entry Date	01/06/2020		
Supervisor Level			
Supervisor ID			
Reports To			
Civil Service Membership	Non-member	Full/Part	Full-Time
*Empl Class	Exempt	Officer Code	None
Regular Shift	Not Applicable	Shift Rate	
		Shift Factor	

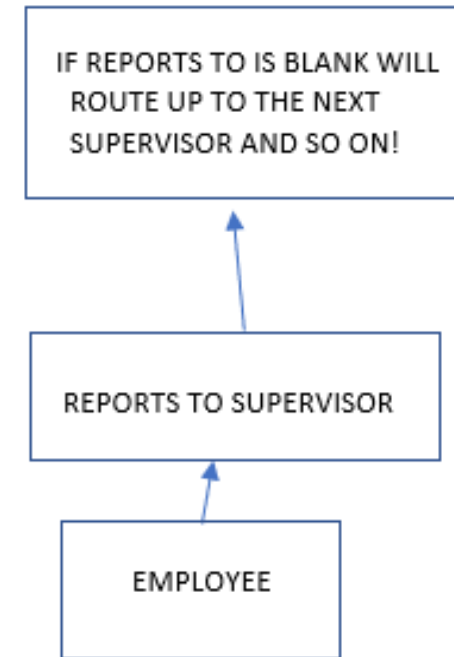
Approval Routing - Continued

- Workflow routing and vacancies in supervisor: <https://ags.hawaii.gov/hip/files/2020/04/Update-Approval-Routing-BP.pdf>



Approval Routing - Continued

- Sample Workflow: Based on your Org Structure
- Helpful Queries:
 - Approval Routing by Specific Employee -
HIP_TL_EE_APRVL_WRKFLW_BY_EE
 - Departmental Employee Approval Workflow Routing –
HIP_TL_EE_APRVL_WRKFLW_ROUTING



Maintain Reports To

- Run the approval error query HIP_TL_APPROVAL_ERRORS
- Make ticket to Reroute approvals
- Update the Reports to wherever necessary
- Run the missing reports to query HIP_TL_MISSING_REPORTS_TO
- Run Reports to a Vacant Position query HIP_TL_REPORTS_TO_VACANT
- Run Reports to Circular Reference query HIP_TL_REPORTS_TO_CIRCULAR_REF

Pending Approvals

- Once something is submitted it routes to identified supervisor at time of submission and stays pending on that approver until action is taken.
- If something was already submitted and pending on the wrong person a HIP ticket is needed to “reroute” the pending request.

Delegations

- Supervisors can delegate responsibilities in the system to other managers above them when unavailable to perform their time and leave duties.
- It is recommended to delegate up the hierarchy to avoid self-approval situations.
- Reminder: Delegations work only for Active employees

Resources:

- How to Setup an Approval Delegation: <https://ags.hawaii.gov/hip/for-supervisors/sup-delegations/how-to-setup-an-approval-delegation/>
- How to Accept an Approval Delegation: <https://ags.hawaii.gov/hip/for-supervisors/sup-delegations/how-to-accept-an-approval-delegation/>
- Delegation Transaction List: <https://ags.hawaii.gov/hip/files/2020/09/Delegation-Guide.pdf>
- Delegation Quick Guide: <https://ags.hawaii.gov/hip/files/2021/02/Delegation-Quick-Guide.pdf>
- Accept Delegation as Proxy: <https://ags.hawaii.gov/hip/files/2021/07/Proxy-accepts-approval-and-exception-management-authority.pdf>

Job Information Tab

- c) Standard Hours
- d) FTE
- e) FLSA Status

[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#) | [Hi Exec Job](#) | [Job Earnings Distribution](#)

Employee: _____ Empl ID: _____ Empl Record: 0

Job Information Details ? Find First Go T

Effective Date 10/01/2022
 Effective Sequence 0 Action Pay Rate Change
 HR Status Active Reason NewSalarySchedule
 Payroll Status Active Job Indicator Primary Job

a Job Code 01149 Secretary II
 Entry Date 07/01/2002
 Supervisor Level
 Supervisor ID
b Reports To 00013700 Information Technology Band D 00000001 Supervisor Name
 Civil Service Membership Full/Part Full-Time
 *Empl Class Officer Code None
 Regular Shift Not Applicable Shift Rate
 Shift Factor

Standard Hours ?

c Standard Hours	40.00	Work Period	W	Weekly
d FTE	1.000000			

USA

e FLSA Status Nonexempt Work Day Hours
 EEO Class None of the Above

Useful Query: HIP_TL_FTE_PCT_VS_STD_HRS, HIP_TL_FTE_UNDER_1_NOT_APPLIED

Job Labor Tab

a) Union Code

<u>Work Location</u>	<u>J</u> ob Information	J ob Labor	<u>P</u> ayroll	<u>S</u> alary Plan	<u>C</u> ompensation	Hi Exec Job	Job Earnings Distribution
----------------------	-------------------------	-------------------	-----------------	---------------------	----------------------	-------------	---------------------------

Employee [Redacted] Empl ID [Redacted]
Empl Record 0

Labor Information ?

Effective Date	10/01/2022	Action	Pay Rate Change
Effective Sequence	0	Reason	NewSalarySchedule
HR Status	Active	Job Indicator	Primary Job
Payroll Status	Active		

Bargaining Unit

Position Management Record

a Union Code 63 Excl White Collar, Non-Supv
Union Date 01/16/1995

Payroll Tab

- a) Payroll System
- b) Absence System
- c) Pay Group
- d) Employee Type
- e) Tax Location Code
- f) FICA Status
- g) Payroll Number
- h) Warrant Distribution
- i) ERS FICA/Group Code
- j) Pay Group
- k) Setting
- l) Eligibility Group

Work Location | Job Information | Job Labor | **Payroll** | Salary Plan | Compensation | Hi Exec Job | Job Earnings Distribution

Employee [Redacted] Empl ID [Redacted]
Empl Record 0

Payroll Information Find First 1 of 22 Last Go To Row

Effective Date 10/01/2022
Effective Sequence 0
HR Status Active
Payroll Status Active

Action Pay Rate Change
Reason NewSalarySchedule
Job Indicator Primary Job

Current

Correction/Cancellation Comments [Empty]

254 characters remaining

Payroll for North America

Pay Group LAG Exective Branch - LAG
Employee Type S Salaried
Tax Location Code HI001 Hawaii Tax Location
GL Pay Type
Combination Code
*Payroll Number M14 *Warrant Distribution 055 *ERS FICA Code H0 *ERS Group Code 11
Holiday Schedule SOH
FICA Status Subject
Update Date 09/24/2022 10:06:48AM

Absence Management System

Pay Group LAG State of Hawaii - LAG








Setting

Use Pay Group Eligibility
 Use Pay Group Rate Type
 Use Pay Group As Of Date

Eligibility Group HI SV EG Sick Vacation EG
Exchange Rate Type
Use Rate As Of

Salary Plan

a) Salary Admin Plan

Work Location	Job Information	Job Labor	Payroll	Salary Plan
Employee				Em Empl Re
Salary Plan Details 				
Effective Date 10/01/2022				
Effective Sequence 0				
HR Status Active				
Payroll Status Active				
<hr/>				
 Salary Admin Plan <input type="text" value="03"/>  				
Grade <input type="text" value="SR14"/>  				
Step <input type="text" value="M"/> 				
<hr/>				
Job Data		Employment Data		

Compensation

- a) Compensation Rate
- b) Frequency
- c) Rate Code
- d) Frequency
- e) Calculate Compensation
- f) Apply FTE

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Hi Exec Job | Job Earnings Distribution

Employee [redacted] Empl ID [redacted] Empl Record 0

Compensation Details [?] Find First 1 of 1 Last

Effective Date 10/01/2022 Go To Row

Effective Sequence 0 Action Pay Rate Change

HR Status Active Reason NewSalarySchedule

Payroll Status Active Job Indicator Primary Job

Current [icon]

a Compensation Rate 5,261.000000 b *Frequency M Monthly

FTE Adjusted Comprate 5,261.000000

► Comparative Information [?]

► Pay Rates [?]

Default Pay Components

Pay Components [?] Personalize | Find | [icon] | [icon] First 1 of 1 Last

Amounts | Controls | Changes | Conversion [?]

c	*Rate Code	Seq	Comp Rate	Currency	d	Frequency	Percent	FTE Adjusted Comprate
1	NAANNL	0	63,132.000000	USD	A			63,132.000000

e Calculate Compensation

Current [icon]

Compensation Rate 5,261.000000 *Frequency M Monthly

FTE Adjusted Comprate 5,261.000000

► Comparative Information [?]

► Pay Rates [?]

Default Pay Components

Pay Components [?] Personalize | Find | [icon] | [icon] First 1 of 1 Last

Amounts | Controls | Changes | Conversion [?]

	*Rate Code	Seq	Converted Comp Rate	Currency	Frequency	f	Apply FTE
1	NAANNL	0	5,261.000000	USD	Monthly		<input checked="" type="checkbox"/>

Calculate Compensation

Useful Query: HIP_TL_FTE_UNDER_1_NOT_APPLIED

HI Exec Job

Currently not utilized for payroll, time, or leave.

Job Earnings Distribution

Base Earnings

- a) Earnings Distribution Type
- b) Earnings Code
- c) Percent of Distribution/
Compensation Rate
- d) Combination Code

Non Base Earnings

- e) Earnings Code
- f) Percent of Distribution
- g) Combination Code

Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation
Hi Exec Job
Job Earnings Distribution

Employee
Empl ID

Empl Record 0

Earnings Distribution Type ?
Find First 1 of 1 Last

Effective Date 10/01/2022
Go To Row

Effective Sequence 0
Action Pay Rate Change

HR Status Active
Reason NewSalarySchedule

Payroll Status Active
Job Indicator Primary Job

Compensation Rate 5,261.000000
Work Period Weekly

Standard Hours 40.00
Compensation Frequency Monthly

a *Earnings Distribution Type

Base Earnings Distribution ?
Find First 1 of 1 Last

b *Earnings Code Regular
+ -

c Percent of Distribution

Compensation Rate

Earnings Chartfields ?

d Combination Code 000811523
Edit ChartFields

Non-Base Earnings Distribution
Find First 1 of 1 Last

e *Earnings Code
+ -

Earnings Chartfields
Find First 1 of 1 Last

f Percent of Distribution
+ -

g Combination Code
Edit ChartFields

The Department Payroll User may also edit this tab

Job Earnings Distribution - Continued

Current

Compensation Rate 6,271.000000

Standard Hours 40.00

Work Period Weekly

Compensation Frequency Monthly

*Earnings Distribution Type **By Amount**

Base Earnings Distribution Find First 1-2 of 2 Last

*Earnings Code **B** Regular

Percent of Distribution

Compensation Rate **5600.000000**

Earnings Chartfields Edit ChartFields

Combination Code **565202**

*Earnings Code **SD** Shortage Differential

Percent of Distribution

Compensation Rate **671.000000**

Earnings Chartfields Edit ChartFields

Combination Code **565202**

<https://ags.hawaii.gov/hip/files/2021/07/Time-and-Leave-HR-Concepts.pdf>

Pay Components Personalize | Find |

Amounts | Controls | Changes | Conversion

*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 NAANNL	0	67,200.000000	USD	A	
2 SD	0	671.000000	USD	M	

Calculate Compensation

Employment Data

a) Time Reporter Data

Employment Information | Hi Exec Job | Job Earnings Distribution

Employee [redacted] Empl ID [redacted]
Empl Record 0

Organizational Instance ?

Organizational Instance Rcd 0	Hire Date 03/03/1977	<input type="checkbox"/> Override
Rehire Date	First Start Date 03/03/1977	
Termination Date	Years Months Days	
Org Instance Service Date	0 0 0	

Organizational Assignment Data ?

Instance Record

Home/Host Classification Home	Years Months Days	
State Employment Date 03/03/1977	0 0 0	Time Reporter Data
Benefits Service Date 03/03/1977 <input type="checkbox"/> Override	45 8 4	

Job Data | **Employment Data** | Benefits Program Participation

Employment Data

Time and Labor Data

Empl ID

Empl Record 0

a) Time Reporter Data*

*Users with Timekeeper can access this page via Time and Labor > Enroll Time Reporters > Maintain Time Reporter Data

Time Reporter Data Find | View All First 1 of 1 Last

*Effective Date 05/15/2020 *Status Active

*Time Reporter Type Elapsed Time Reporter

Elapsed Time Template SOH_EXDFLT Exception Hourly Default

Punch Time Template

Time Period ID HISEMIMONTH HI Semi Monthly

*Workgroup BU03EX Ex Hourly/Salaried BU 03

*Taskgroup PSNONTASK Non Task Taskgroup

Task Profile ID

TCD Group

Restriction Profile ID

Rule Element 1

Rule Element 2

Rule Element 3

Rule Element 4

Rule Element 5

Time Zone HST Hawaiian Time

Payroll

Send Time to Payroll

Commitment Accounting

For Taskgroup

For Department

Additional details about this page may be found on the HR concepts pg. 25.

<https://ags.hawaii.gov/hip/files/2021/07/Time-and-Leave-HR-Concepts.pdf>

Benefits Program Participation

a) Benefits System

b) Effective Date

c) Benefit Program

Benefit Program Participation | Hi Exec Job | Job Earnings Distribution

Employee [redacted] Empl ID [redacted]
Empl Record 0

Benefit Status ? Find First **1 of 1** Last Go To Row

Benefit Record Number ↻

Effective Date 10/01/2022

Effective Sequence 0 Action Pay Rate Change

HR Status Active Reason NewSalarySchedule

Payroll Status Active Job Indicator Primary Job

a *Benefits System ▼ Current 📅
Annual Benefits Base Rate USD Benefits Employee Status Active

Benefits Administration Eligibility ?

BAS Group ID <input type="text"/>	Elig Fld 1 <input type="text"/>	Elig Fld 2 <input type="text"/>	Elig Fld 3 <input type="text"/>
Elig Fld 4 <input type="text"/>	Elig Fld 5 <input type="text"/>	Elig Fld 6 <input type="text"/>	Elig Fld 7 <input type="text"/>
Elig Fld 8 <input type="text"/>	Elig Fld 9 <input type="text"/>		

Benefit Program Participation Details ? Find | View All First **1 of 1** Last + -

b *Effective Date 📅 Currency Code USD

c *Benefit Program 🔍 Sys delivered empty Ben Pgm

Job Data | Employment Data | Benefits Program Participation



MAHALO FOR YOUR TIME!